

Work Group: KEN IT Coordination Committee

Date	10/4/06	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	9th floor Conf. Rm. Capital Plaza Tower	Call-In #	

Agency / Attendees / Role

Educ.	Ann Riggs	Committee Member
COT	Tom Ferree	Committee Member
CPE	Allen Lind	Committee Member
KDE	David Couch	Committee Member
EPSB	Scott Smith	Committee Member
Connect KY	Brian Mefford (via conf. phone)	Committee Member
CPE	Miko Pattie	Chairperson, Application Subcommittee

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	September 20th Minutes Approved	Decision(s)
2	Minutes were reviewed by members.	Brian motioned to approve minutes for 9/20/06, Tom 2 nd the motion, all responded in favor.

Item:	Debrief of Oct. 3 rd , Executive Committee Mtg.	Decision(s)
3	<p>In Ann's absence, Al headed up the planning meeting for the Oct. 3rd Executive Committee meeting. (Mtg. was held 9/27/06) There were no minutes available. Agenda items for the Exec. Committee meeting were discussed.</p> <p>All agreed that the meeting yesterday went great. There were some issues brought up for further review, such as....</p> <ul style="list-style-type: none"> • Taking "Raising Mary" out of story context and listing specific measuring indicators • Publication of Key Performance Matrix • Some of the application guidelines were not clearly understood by the Exec. Committee, but Miko explained that this was just a DRAFT and had already been changed in today's meeting. • When we present to Chairman Moberly, and at the A & R meeting, we need to be more specific regarding the budget information. • We need to be prepared to answer questions regarding our procurement choice • We need to be prepared to answer questions regarding Post Secondary's participation, is P16 not receiving as much and why.....(all agree that we first need to bring K12 up to where P16 is) • Questions regarding E-Rate.....Al recommended that the KEN Budget accounting include e-rate funds 	<p>Moberly meeting is Friday – Oct. 6, 3:00pm</p> <p>A & R Meeting is Wednesday – Oct. 18th – (evening dinner) – Winchester, Ky.</p> <p>Regarding procurement choice and pricing...Ann will take discussed comments to Jeff Mosley for help in developing a statement. The statement should explain our decision based upon these (4) arguing points.</p> <ol style="list-style-type: none"> 1. Legal 2. Mathematical 3. Technology 4. Timing <p>It was decided that there should be continued discussion & training on e-rate funds. David commented that he could provide a lesson on e-rate.</p>
Item:	Program Manager Update	Decision(s)
4	<p>Al put together a numbered list of Roles and Responsibilities for a Program Manager for the committee to review</p>	<p>By show of hands, all agreed that we do need a Program</p>

	<p>After discussion, there were some changes made to the roles/responsibilities list such as...</p> <ul style="list-style-type: none"> No. 1 & 9 are Adm. Staff No. 7 is re-worded No. 5 & 8 are combined 	<p>Manager.</p> <p>Ann will make changes to the list and submit to Sec. Owens for review, regarding the hiring of a Program Manager.</p> <p>With previously mentioned changes, Roles and Responsibilities were APPROVED by committee members.</p>
Item:	Open Discussion	Decision(s)
8	Ann asked the committee members to look at the KEN website and consider ways to improve the navigation within the site.	

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

Prepare statements to answer questions that may arise in the upcoming 10/6 and 10/18 meetings

Prepare letter for Sec. Owens and Exec. Committee regarding hiring a Program Manager

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
Next IT Coordination Meeting is 10/16/06	

KPID = Key Point(s) Influencing Decision (e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.) will be noted as and if they apply to individual decisions.